

**OKLAHOMA WORKERS' COMPENSATION COMMISSION**  
**REGULAR MEETING MINUTES**  
**APRIL 20, 2023 2:00 P.M.**

**STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE**

Notice of this Regular Business Meeting was filed with the Secretary of State's office in compliance with the Open Meeting Act.

The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

**MINUTES OF THE APRIL 20, 2023, REGULAR BUSINESS MEETING OF THE OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., in the En Banc Courtroom, Oklahoma City, Oklahoma, on April 20, 2023.

Members present: Chairman Jordan Russell, Commissioner Tilly and Commissioner Scott Biggs.

Others Present: Andrea Delling, WCC; Ian Steedman, WCC; Alexander Watkins, WCC; Lauren Hammonds Johnson, WCC; Sharon Smith, WCC; Collin Fowler, WCC; Cindy Compton Sims, Kevin Anderson on behalf of Metropolitan Health Care Self-Insured Group.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 2:04 p.m.

1. **Discussion and Possible Action to Approve Minutes**

- a. The drafted minutes of the March 16, 2023, Regular Meeting of the Commission will be considered for approval.
- b. The drafted minutes of the March 16, 2023, Public Hearing of the Commission will be considered for approval.

Commissioner Biggs moved to approve the Minutes from both meetings on March 16, 2023. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

2. **Discussion and Possible Action to Approve Application for Appointment as Certified Workers' Compensation Mediator**

The Commission considered the certified mediator application presented at the meeting, which has been vetted by the Legal Operations Director and recommended for approval.

Ian Steedman presented.

Commissioner Tilly moved to approve the application. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

3. **Request and Possible Action to Release Security Deposit for CCC Industries fka Crane Carrier Company, Own Risk Permit #15105**

CCC Industries fka Crane Carrier Company left the self-insured Own Risk program on December 31, 2008. The Commission currently holds a \$575,000.00 surety bond issued by Travelers Casualty and Surety Company of America as a security deposit. CCC Industries petitioned the Commission to release their collateral in full and has complied with Commission Rule 810:25-9-19.

Sharon Smith presented.

Commissioner Tilly moved to release the security deposit in full per the recommendation of Director Sharon Smith. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

4. **Request and Possible Action to Approve the Distribution of Surplus Monies to Members of the Metropolitan Health Care Self Insured Group (#75220)**

The Metropolitan Health Care Self Insured Group ("the Group") requested to make a partial distribution in the amount of \$1,000,000. The distribution will be payable from the following seven fiscal fund years ending on September 30th: FY 14 (\$200,000), FY 15 (\$100,000), FY 16 (\$100,000), FY 17 (\$100,000), FY 18 (\$100,000), FY 19 (\$100,000), FY20 (\$100,000), FY21 (\$100,000), and FY 22 (\$100,000).

Commissioner Biggs moved to grant the distribution of surplus monies to the group as requested. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

5. **Discussion and Possible Action to Approve Consent Agenda Items for the Issuance of Fiscal Year 2024 Requisitions**

The Commission considered the following items, which concern the yearly routine issuance of requisitions. Andrea Delling presented.

Item	Purpose	Agency	Fund	Requisition Total	Recurring/Non Recurring (NR)	Comments
<b>Secretary of Commerce, Commission, Executive Director and CFO/CPO Approval (\$25,000 and Above)</b>						
Objectstream	Case OK Design and Build	86500	210	\$ 783,000.00	N/R	Stipend end Oct '23 & Contract end 12/31/23
OMES ISD	IT Services	86500	210	\$ 314,675.32	Recurring	Potential to increase \$91K in FY2024
SIGFB	SIGFB Claimant Payments and Settlements	86500	701	\$ 300,000.00	Recurring	
OMES Risk	Comp Risk & Ins. Consulting	86500	210	\$ 250,000.00	Recurring	
Commissioners of the Land Office	Tulsa Lease (2nd of 10 Year Lease)	86500	210	\$ 123,142.92	Recurring	\$49,257.12 Shared Cost with CEC
ISO/EDI	Annual Software License and Maintenance	86500	210	\$ 70,227.00	Recurring	
Lowery & Associates	Court Reporter Services	86500	210	\$ 61,000.00	Recurring	4th of 5-year Agreement
Authority Order	P-Card Non IT	86500	210	\$ 60,000.00	Recurring	
U.S. Postal Service	Postage	86500	210	\$ 55,000.00	Recurring	
OMES Risk	Risk Ins. Premiums (WC, D&O/Empl, Vehicle, Property & Tort)	86500	210	\$ 30,997.44	Recurring	
<b>Commission, Executive Director and CFO/CPO Approval (\$10,000 - \$24,999.99)</b>						
OCI	New Furniture	86500	210	\$ 24,750.00	N/R	Non-recurring Estimate
OMES ABD	Shared Financial Services	86500	210	\$ 24,600.00	Recurring	
OMES HR	ABS-HR (Payroll & Benefits) - Workday@ok	86500	210	\$ 23,184.00	Recurring	
SW Solutions	FY24 Folders	86500	210	\$ 20,971.00	Recurring	
Bank of America	Merchant Credit Card Fees	86500	210	\$ 20,750.00	Recurring	
Authority Order	P-Card IT	86500	210	\$ 20,000.00	Recurring	
Thomson Rueters	4 - WEST LAW and 5 -CLEAR Subscriptions	86500	210	\$ 16,810.80	Recurring	
Mailrun	Courier Service between OKC and Tulsa	86500	210	\$ 16,000.00	Recurring	Subject to Mileage Surcharge Charge
Convergent	Access Control Additions/Modifications	86500	210	\$ 10,000.00	N/R	Estimate
<b>Executive Director and CFO/CPO Approval (\$5,000 - \$9,999.99)</b>						
PARKS COFFEE	Coffee Service (OKC & Tulsa)	86500	210	\$ 9,950.00	Recurring	
Standley	Administration Copier (Expired 3/30/23)	86500	210	\$ 6,588.64	Recurring	
Authority Order	Pay reimbursements as needed - Misc. Charges	86500	210	\$5,000.00	Recurring	

Commissioner Biggs moved to approve the consent agenda items as presented. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

6. **Discussion and Possible Action to Approve Workers' Compensation Commission MFDR Form 19 Amendments and Setting the Effective Date.**

Collin Fowler presented.

Commissioner Biggs moved to approve the changes to the form and set an effective date of May 1, 2023. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

7. **Update and Discussion on Medical Fee Schedule RFP.**

Andrea Delling presented and provided an update that the contract has been sent to the awardee for approval. Once all parties execute the contract, the awardee can be named.

No action was taken.

8. **Discussion and Possible Action to Approve a Multiple Injury Trust Fund (“MITF”) Assessment Rate – Effective July 1, 2023 through June 30, 2024 – Pursuant to Commission Authority in 85A O.S. § 31.**

Chairman Russell presented. The Commission is working with the MITF to get more information on the numbers presented to the Commission regarding its obligation.

Commissioner Biggs moved to table the item to the special meeting on May 1, 2023. Commissioner Tilly seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

9. **Discussion and Possible Action to Approve an Interagency Agreement with OMES and OBNDCC to share Courtroom Space in the Denver N. Davison Building.**

Commissioner Biggs presented and answered questions.

Commissioner Tilly moved to approve the contract with a modification to paragraph 1 to reflect the date of June 30, 2024. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

10. **Discussion and Possible Action to Approve Building Security and Safety Enhancements and Hardware Upgrades or Purchases, to include an Updated Security Camera System.**

Commissioner Biggs presented and answered questions.

Commissioner Tilly moved to direct the CFO to prepare a requisition for the security system at the price quoted. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried.

11. **Legislative Update and Discussion**

Commissioner Biggs presented and answered questions.

No action was taken.

12. **Update and Discussion on CaseOK.**

Ian Steedman presented.

No action was taken.

13. **New Business**

None.

**ADJOURNMENT.....Chairman Russell**

Commissioner Tilly moved to adjourn. Commissioner Biggs seconded the motion. Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

The motion carried, and the meeting adjourned at 2:40 p.m.